ROLODEX®
ELECTRONICS

RT-8211/
RT-8213

Touch FILE/ Touch FILE Pro

User's Guide
www.franklin.com

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Notice

The manufacturer strongly recommends that separate, permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.

The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.

The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the device in the back pocket of your slacks or trousers.
- Do not drop the device or apply excessive force to it.
- Do not subject the device to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the device to malfunction.

Getting Started

The first time you use this device, you should perform a system reset. **Warning!** Pressing the reset button with more than light pressure may permanently disable your device. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the device over and carefully pull the battery insulation tab to remove it.

2. Press ⏻ to turn the device off.
3. Use a paper clip to gently press the reset button on the back of the device. *RESET? Y/N* appears on the screen.
4. Tap **Y** to reset the device.

✓ **Automatic Shut off**

When no key has been tapped for approximately one minute, the device automatically turns off the power to save battery life. Press ⏻ to resume.

✓ **Backlight**

The backlight function is available in the *Touch FILE Pro* (RT-8213) only.
When the device is on, press and hold ⏻ to turn the backlight on. The backlight shuts off automatically after 20 seconds to save battery power.

✓ **Available Memory**

Each time you tap **SAVE** to save a record, the available memory flashes so that you know the memory used in your device at all times.

Key Guide

Program Keys

ABC	Goes to the Contacts directory.
SMTWTFS	Goes to the Calendar.
MON TUE	Goes to the Schedule directory.
÷= x+	Goes to the Calculator.
✍	Goes to the To Do List.
☰☰	Goes to the Extra Content (RT-8211 only).

Function Keys

⏻	Turns the device on and off.
NEW	Starts a new record.
DEL	Deletes a record or disables a setting.

SPACE	Types a space.
EDIT	Edits selected data.
INS	Enables the insertion of one character at the cursor.
SAVE	Saves the current record.
MENU	Accesses the System menu.
SYM	Cycles through the available symbols.
◀/▶	Moves the cursor right or left. If tapped and held, scrolls.
▲/▼	Moves the cursor up or down.
(DIAL)	Scrolls through records in viewing mode when turned up/down. Makes a selection in a menu when pushed in.

You can enter symbols by first tapping **SYM** and then the symbol you want. Tap **SYM** again to re-display the numbers.

Using the Menus

Tap **MENU** to see the Main menu: *SYSTEM SETUP*, *BASIC PROGRAMS* and *EXTRA PROGRAMS*.

- Each of the menus has sub menus.
- ▶ marks the menu item ready for selection. Push the dial in to select it.
- Tap ▼ / ▲ or turn the dial up/down to move up/down a menu.
- Tap **SAVE** to save a setting or data in a program. You return to the menu in which the program is listed.
- Tap **MENU** to return to the Main menu.

Changing System Settings

There are six items on the *SYSTEM SETUP* menu: *KEYTONE ON/OFF*, *DISPLAY ADJUST*, *TIME FORMAT*, *DATE FORMAT*, *FILE LOCK#*, *LANGUAGE*.

- *DISPLAY ADJUST* enables you to adjust screen contrast.

- *FILE LOCK#*, enables you to lock your file.
- You can change the language of the screen prompts and menus. There are five languages to choose from: *ENGLISH?*, *ESPAÑOL?* (Spanish), *FRANÇAIS?* (French), *DEUTSCH?* (German) and *ITALIANO?* (Italian).
- The default settings are: keytone on, 12-hour clock, MM/DD/YYYY, English.
- You can change either a single setting or multiple settings at a time.
- Tap **SAVE** to save your settings. You return to the System Setup menu.
- Tap **MENU** to return to the Main menu without saving your changes.

Setting the Keytone

1. Select *KEYTONE ON/OFF* on the *SYSTEM SETUP* menu.
2. Tap **N** to turn the keytone off.
   Tap **Y** to leave the keytone on.

Changing Screen Contrast

1. Select *DISPLAY ADJUST* on the *SYSTEM SETUP* menu.
2. Tap ▶ to increase the contrast.
   Tap ◀ to decrease the contrast.

Setting the Time Format

1. Select *TIME FORMAT* on the *SYSTEM SETUP* menu.
2. Tap ▼ or turn the dial down once to move ▶ to *24 HR Y/N*.
3. Tap **Y** to change the date format to 24-hour.

Setting the Date Format

1. Select *DATE FORMAT* on the *SYSTEM SETUP* menu.
2. Tap ▼ or turn the dial down to move ▶ to *DD/MM/YYYY*.
   The current setting is displayed on the screen.
3. Tap **Y** to change the date format to *DD/MM/YYYY*.

Setting, Changing and Deleting a File Lock

A File Lock is a four-digit number you can use to lock individual records. It is not a password that you must enter each time you turn the device on. **Note:** When synchronizing records, you must delete your File Lock if you want your locked files to be synchronized.

Warning! Please write down your File Lock number and keep it in a safe location.

The File Lock you enter to lock your records must match the File lock you enter in the System Setup.

To Set a File Lock

1. Select *FILE LOCK #* on the *SYSTEM SETUP* menu.
   You see: *ENTER #*, *CHANGE #*, *DELETE #*.
2. Tap **Y** to select *ENTER #*.
3. Enter a four-digit File Lock and tap **SAVE**.
   You are prompted to confirm your lock.

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4. Enter the four digits exactly as you did the first time and tap **SAVE** to save your File Lock.

To Change the File Lock

1. Select *FILE LOCK #* and then select *CHANGE #*.
2. Tap **Y** to change your existing File Lock. You are prompted to enter your existing File Lock.
3. Enter your current four-digit lock and tap **Y**.

   You must now enter your new File Lock and tap **SAVE** to save it.

   Tap **MENU** to return to the main System Setup menu without changing the File Lock.

To Delete a File Lock

1. Select *FILE LOCK #* and then select *DELETE #*.
2. Tap **Y** to delete your existing File Lock. You are prompted to enter your existing File Lock.

3. Enter your current four-digit lock and tap **SAVE**.

   Your File Lock is deleted and you return to the System Setup menu.

Selecting a Language

1. Select *LANGUAGE* on the *SYSTEM SETUP* menu.
2. Tap ▼ or turn the dial down to move ▶ to the language you want.
3. Tap **Y** to select the new language as the system language.

Using Basic Programs

There are nine Basic Programs: *HOME TIME*, *WORLD TIME*, *DAILY ALARM*, *PC SYNC*, *CONTACT FILE*, *CALENDAR*, *SCHEDULE*, *TO DO LIST*, *CALCULATOR*.

You can access some of these programs via the program keys. Please see "Key Guide" for more information.

Note: For information on Contact File, Schedule and To Do List, please refer to "Using Organizer Programs".

Setting Home Time

You can set the Home City, Date and Time. The default Home City is New York.

1. Select *HOME TIME* on the *BASIC PROGRAMS* menu.

2. Tap ◀/▶ to scroll through the available cities. When you see the one you want, tap **SAVE** to save it as your Home City.

3. Tap **EDIT**.

   To enter a city name, type a three-letter name.

4. Tap ▼ or turn the dial down once to go to the Date field and twice to go the Time field.

5. Enter the current date and the current time.

   Tap **A** or **P** for a.m. or p.m., if necessary.

   The day is updated automatically.

6. Tap ▼ and then tap **Y** to activate Daylight Savings Time.

7. Tap **SAVE** to save your settings.

Viewing World Time

You can set the date and time only in *HOME TIME*. You can view the time in different cities in *WORLD TIME*.

1. Select *WORLD TIME* on the *BASIC PROGRAMS* menu.

2. Tap ◀/▶ to scroll through the available cities and view the day/date/time information.

   The list of available cities appears below.

CITY	ABBREVIATION	CITY	ABBREVIATION
ADELAIDE	ADL	KARACHI	KHI
AMSTERDAM	AMS	LISBON	LIS
ANCHORAGE	ANC	LONDON	LON
AUCKLAND	AKL	LOS ANGELES	LAX
AZORES ISLANDS	AZO	MID ATLANTIC	MAT
BANGKOK	BKK	MIDWAY ISLANDS	MID
BARCELONA	BCN	MOSCOW	MOW
BEIJING	BEI	NEW YORK	NYC
BERLIN	BER	NOUMEA	NOU
CAIRO	CAI	PARIS	PAR
CARACAS	CCS	RIO DE JANEIRO	RIO
CHICAGO	CHI	RIYADH	RUH
DELHI	DEL	ROME	ROM
DENVER	DEN	SINGAPORE	SIN
DHAKA	DAC	SYDNEY	SYD
DUBAI	DXB	TEHRAN	THR
FERNANDO DE NOAH	FER	TOKYO	TYO
GUAM	GUM	TONGA	TNG
HELSINKI	HEL	TORONTO	YYZ
HONG KONG	HKG	WELLINGTON	WLG
HONOLULU	HNL	YANGON	RGN
KABUL	KBL		

Setting the Daily Alarm

You can set a daily alarm, change it, and
turn it on and off.

1. Select *DAILY ALARM* on the *BASIC
   PROGRAMS* menu.
   ▶ is next to *TIME*.
2. Enter a time for the alarm.
   Tap **A** or **P** for a.m. or p.m., if necessary.
3. Tap ▼ or turn the dial down once to
   move ▶ to *TURN ON*.
4. Tap **Y** to turn the alarm on.
   Tap **N** to leave the alarm off.
5. Tap **SAVE** to save your settings.
   The *STATUS* field changes to indicate
   your settings.

Changing the Daily Alarm

1. Select *DAILY ALARM* and tap **EDIT**.
2. Enter a new time for the alarm.
3. Tap **Y** in the *TURN ON* field to turn it on.
   Note: To turn the alarm off, tap **N** in the
   TURN ON field.

4. Tap **SAVE** to save your changes.

✓ Shutting Off the Alarm

When the alarm sounds, it will beep for 30 seconds. Tap any key to shut off the alarm. If no key is tapped, the device will automatically shut off after 60 seconds.

Using the Calendar

1. Tap ▦ until you see *CALENDAR* or select it on the *BASIC PROGRAMS* menu.

   The calendar appears for the current month and the current day blinks.

   Note: This depends on your date settings in the System Setup menu.

   Tap ▼ / ▲ to get to the same day in the next/previous week.

   Tap ▶/◀ to get to the next/previous day in the same week.

   Turn the dial up/down to go to the previous/next month.

When there is a scheduled appointment, a dot appears next to the date of the appointment.

2. Use the arrow keys to move the flashing cursor to the date with the scheduled appointment and press in the dial or tap
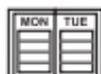
    to select it.

   You can now view, edit or delete your schedule record.

   If there is more than one event scheduled for the same day, the records will be sorted in order of their time sequence.

Using PC Sync

For information on the *Rolodex® Electronics Desktop Manager*, please refer to the README file on the CD and the online help in the program.

Using the Calculator

1. Tap $\boxed{\fbox{$\cdots$}}$ or select it on the *BASIC PRO-GRAMS* menu.
2. Type a number.

   You can type up to 10 digits.
3. Tap **+**, **—**, **x**, or **÷** to add, subtract, multiply, or divide, respectively.
4. Type another number.
5. Tap **=** to do the calculation.

   Or tap **%** to calculate the percentage.
6. Tap **CE** to clear the calculator.

   To recall the previous steps, turn the dial up or use ▲.

You can store a number in memory, recall it or clear the memory at any time. To add the number on the screen to the number stored in memory, tap **M+**. To subtract the number on the screen from the number stored in memory, tap **M—**. To retrieve the number from memory, tap **MR**. To clear the memory, tap **MC**.

Using Organizer Programs

The organizer programs include Contact File, Schedule, To Do List, Internet Manager and Expense Manager. **Note:** *CONTACT FILE*, *SCHEDULE*, and *TO DO LIST* appear on the *BASIC PROGRAMS* menu. *INTERNET MGR* and *EXPENSE MGR* appear on the *EXTRA PROGRAMS* menu.

- The number and names of the fields differ by program. The maximum number of characters allowed differs by field.
- ▶ to the left of the screen indicates the active line.
- Arrows to the right of the screen indicate which arrow keys you can tap to move around the screen.

✓ Event Alerts

The schedule reminder alarm sounds for 30 seconds. Tap any key to shut off the alarm. If the device is on, the alarm sounds and the event you are being reminded of interrupts any other function you may be performing.

The event remains on the screen even after the alarm shuts off.

If the device is off, it is turned on automatically and the alarm sounds. If no other key is tapped for 60 seconds, the device shuts off. Tap 🗓 and then turn the dial down to locate the event you missed.

Entering a Record

1. Tap a program key or select the program you want.

2. Tap **NEW**.

   ▶ appears to the left of the screen and a flashing cursor appears in the first field. Each letter you enter is inserted in the spot marked by the flashing cursor.

3. Enter your data.

   Note: You must enter data in the first field if you wish to save the record.

   Note: The first character in this field cannot be a symbol. It must be a letter or a number.

Use ◀/▶ to move the flashing cursor left or right.

4. Tap ▼ or turn the dial down once to move ▶ to each consecutive field and enter data in the fields you want.

   When data scrolls off the screen tap ▶ to view it.

   You need not enter data in every field.

   In some programs, the last field is *FILE LOCK#*.

   You can only lock a file if you entered a File Lock in the System Setup menu.

   To lock a particular record, enter the same File Lock number that you did in the System Setup menu and tap **Y**.

   If you enter a different number, "Invalid entry" appears on the screen and you return to the *FILE LOCK#* screen.

   It is not necessary to lock a record to save it.

5. Tap **SAVE** at any time to save the record.

Finding and Viewing Records

Contacts are sorted alphabetically.
Scheduled Events with alerts are stored in chronological order from the oldest to the newest. New events are stored in numeric and then alphabetical order.
The To Dos with priority levels are sorted by level. Those without priority level are sorted as priority 3.
Records in the Internet Manager are stored alphabetically and records in the Expense Manager are stored chronologically.
To find a record you can type the first few letters or numbers of the record you are looking for. In the Contact File, you can also use the tabs at the top of the screen to find the records starting with a letter or number.

Typing Letters to find a Record

1. Tap a program key or select the program you want.
   For To Do, Internet Manager and Expense Manager, go to Step 4.

2. Type the name you want.

3. Push the dial in to start the search.

   The closest matching record is displayed.

   If no matching record is found, an error message is displayed.

4. Turn the dial up/down or use ▲/▼ to scroll through the list of matches.

5. When you see the record you want, push the dial in to view the fields.

6. Turn the dial up/down or use ▲/▼ to scroll through the fields.

   Only fields with data in them are displayed.

   When data scrolls off the screen, tap ▶ to view it.

   Tap and hold ◀/▶ to scroll to the left or right.

Using the Tabs to Find a Contact Record

1. Tap [ABC] or select *CONTACT FILE*.

2. Turn the dial to move through the letter tabs.

3. When the one you want is highlighted, press the dial in.
4. To view the record, follow Steps 4-6 in "Finding and Viewing Records".

Editing a Record

1. Find the record you want following Steps 1-5 in "Finding and Viewing Records."
2. Tap **EDIT**.

   The first character in the first field blinks.
3. Turn the dial up/down or use ▲/▼ until you find the field you want to edit.

   As the device is now in Edit mode, all fields are displayed.

   Enter your changes.

   Use ▶/◀ to move the blinking cursor right or left.

   Tap **INS** to insert one letter before the blinking character.

   Tap **DEL** to delete the blinking character.
4. Tap **SAVE** at any time to save your changes.

Deleting a Record

1. Find the record you want following Steps 1-5 in "Finding and Viewing Records."
2. Tap **DEL**.
   DELETE? Y/N appears on the screen.
3. Tap **Y** to delete the record.
   Tap **N** to cancel the deletion.

Using Extra Programs

The Extra Programs menu has three items: *INTERNET MGR* (Internet Manager), *EXPENSE MGR* (Expense Manager), and *EXTRA CONTENT*. For information on Internet Manager and Expense Manager, please see "Using Organizer Programs."

Using Extra Content

Extra Content is included on the *Rolodex® Electronics Desktop Manager* CD and will be stored on your PC when you install the Desktop Manager. Both RT-8211 and RT-8213 come with the U.S. Spell Checker, a Foreign Language Phrase Book and a

Currency/Metric Converter. A Thesaurus and a Six-Language Translator are also available with the RT-8213.

The extra content is automatically stored on your PC hard drive when you install the *Rolodex® Electronics Desktop Manager*. You must upload the content to your device before you can view it. You can upload only one translator at a time. When you upload a second one, the first one is overwritten. To learn how to upload these to your device, please refer to the Desktop Manager online help.

1. Tap ▤▤ (RT-8211 only) or select *EXTRA CONTENT* on the *EXTRA PROGRAMS* menu.

   The screen you see depends on the content you have installed.

   Note: If you have not downloaded any content, you see the message, "No Content is Installed."

2. Type a word or select a language direction. If you have the converter, then enter your numbers for the conversion.

3. Follow the screen prompts to find what you are looking for.
4. Tap any mode key to exit the reference product.

Installing the *Rolodex®* *Electronics Desktop Manager*

The *Rolodex® Electronics Desktop Manager* is the PC software program that transfers data between your Rolodex® device and a personal computer (PC). You can synchronize MS Outlook® 97/98/2000/2002 and Intellisync Mobile Desktop files or add content to the Rolodex® device. The Desktop Manager has the following system requirements:

- IBM® compatible Pentium® class PC or higher
- Windows 98, Me, 2000 or XP (English, French or German version)
- 64 MB RAM
- 256 Color VGA Monitor
- 30 MB hard disk space

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- CD-ROM drive (for installation)
- One free serial communications (COM) port
- Mouse or other pointing device

To install the Desktop Manager on your PC:

1. Insert the *Rolodex® Electronics Desktop Manager* CD into the CD-ROM drive on your PC.

   The Setup screen appears.

   If this screen DOES NOT launch automatically, follow these steps.
   - Go to **Start | Run**.
   - Type *d:/setup* and press **ENTER**.

2. Select the Install Rolodex Electronics Desktop manager box.

   Select your model number if needed.

   To install *Intellisync Mobile Desktop*, check the corresponding box.

3. Select a language, if necessary.

   Follow the instructions on the screen to install the program.

4. Click the **Finish** button when done.

For information on the *Rolodex® Electronics Desktop Manager*, please refer to the README file on the CD and the online help in the program.

Note: When synchronizing records, you must delete your File Lock on your device if you want your locked files to be synchronized. Please see "Deleting a File Lock" for more information.

Replacing the Battery

The RT-8211 uses two CR-2032 lithium batteries and the RT-8213 uses 3 CR-2032 lithium batteries. Replace the batteries as soon as the "WARNING LOW BATTERY" message appears.

Warning! Please turn the unit off before removing the batteries. When batteries are removed, the unit will revert to the default system settings after a few seconds. Remove and replace batteries one at a time. Make sure you do not accidentally press ⏻ while changing the batteries.

If the unit fails to respond after you change the batteries, press the Reset button located on the back of the unit. Press **N** to reset the unit without erasing your data. Pressing **Y** will erase your data. Always keep written records of your important information. If the unit still fails to respond, please remove the batteries and then press and hold the Reset button for approximately two seconds. Reinstall the batteries.

Important Note: Pressing the Reset button with the batteries removed will revert the unit to the default system settings.

Please have a small Phillips screwdriver and the new batteries at hand before you follow the steps below.

1. Turn the device off and turn it over.
2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the cover.

    Do not remove the screws at the sides of the device.
3. Remove the old batteries and quickly replace them with the new batteries with the positive (+) side facing up.
4. Replace the battery cover.

Specifications

- **Model: RT-8211 Rolodex® *Touch FILE***
- Size: 11.7 X 7.5 X 13 cm • Weight: 94 g
- Battery: 2 CR-2032 Lithium
- Storage Capacity: 480 KB
ISBN: 1-59074-203-6
- **Model: RT-8213 Rolodex® *Touch FILE Pro***
- Size: 11.7 X 7.5 X 13 cm • Weight: 97 g
- Battery: 3 CR-2032 Lithium
- Storage Capacity: 1 MB
ISBN: 1-59074-204-4

Cleaning this Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the device. Don't use or store your device in extreme or prolonged heat, cold, humidity, or other adverse conditions.
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FCC NOTICE

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and

used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

–Reorient or relocate the receiving antenna.

–Increase the separation between the equipment and receiver.

–Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

–Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

Limited Warranty (U.S. only)

LIMITED WARRANTY, DISCLAIMER OF WARRANTIES AND LIMITED REMEDY

(A) LIMITED WARRANTY. FRANKLIN WARRANTS TO THE ORIGINAL END USER THAT FOR A PERIOD OF ONE (1) YEAR FROM THE ORIGINAL DATE OF PURCHASE AS EVIDENCED BY A COPY OF YOUR RECEIPT,

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INCLUDE A NOTE WITH THE RMA, YOUR NAME, ADDRESS, TELEPHONE NUMBER, A BRIEF DESCRIPTION OF THE DEFECT AND A COPY OF YOUR SALES RECEIPT AS PROOF OF YOUR ORIGINAL DATE OF PURCHASE. YOU MUST ALSO WRITE THE RMA PROMINENTLY ON THE PACKAGE IF YOU RETURN THE PRODUCT, OTHERWISE THERE MAY BE A LENGTHY DELAY IN THE PROCESSING OF YOUR RETURN. WE STRONGLY RECOMMEND USING A TRACKABLE FORM OF DELIVERY TO FRANKLIN FOR YOUR RETURN.

Limited Warranty (EU and Switzerland)

This product, excluding batteries and liquid crystal display (LCD), is guaranteed by Franklin for a period of two years from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the European Union and Switzerland that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

Limited Warranty (outside U.S., EU and Switzerland)

This product, excluding batteries and liquid crystal display (LCD), is guaranteed by Franklin for a period of one year from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the United States, the European Union and Switzerland that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

This unit may change operating modes due to Electro-static Discharge. Normal operation of this unit can be re-established by pressing the reset key, ⏻ or by removing/replacing batteries.